



**OFFICE OF THE CHIEF
ADMINISTRATIVE OFFICER**
Staff Report

REPORT NO: CAO-2023-07

TO: Council

SUBMITTED BY: Sharon Chambers, Chief Administrative Officer

PREPARED BY: Sharon Chambers, Chief Administrative Officer
Erica Roden, Manager of Human Resources

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: April 3, 2023

SUBJECT: Recruitment Process – Director of Community Services

RECOMMENDATION:

THAT Council endorse the recruitment process for the Director of Community Services as outlined in this report and further,
That Council appoint XX as the Council representative to participate on the Director of Community Services hiring committee.

SUMMARY:

This report outlines the recruitment and hiring process for the Director of Community Services, and requests appointment of a Council member to sit on the hiring committee.

BACKGROUND:

In February 2023, the Director of Community Services Sandy Jackson announced her retirement, with her last day in the office being on or about May 12th, 2023. Subsequently, the

Township engaged the services of Waterhouse Executive Search recruitment firm, and the position was posted for applications on March 20th. This position is a key member of the Corporate Leadership Team; as such, it is anticipated that targeted recruitment will be required to attract suitable candidates.

The Director of Community Services oversees municipal parks, trails, facilities, forestry, recreational programming, and cultural programming including museum services. This corporate leadership role requires an in-depth understanding of municipal operations and ability to work with staff, user groups and the general public. They will provide vision and leadership to business operations, financial management and the development of short and long-term Community Services strategies to support the growth of our community. The ideal candidate must have key leadership skills, including promoting a positive and collaborative corporate culture that focuses on customer service, continual improvement, and responsible and effective community services operations.

REPORT:

The recruitment process for the Director is expected to take approximately 10 weeks from start to finish. The posting was issued March 20th and will close on April 18th. Following that, first and second rounds of interviews will be hosted over the course of 3-5 weeks, with job offers and notice period to take approximately 4-5 weeks from that time. Based on that timeline, it is expected that the vacancy would be filled by late summer 2023.

Staff are recommending that the interview process be conducted by a representative from Waterhouse Executive search, the CAO, Township Human Resources, one member of the Corporate Leadership team and one Council member. This would require participation of the Council member during regular business hours, with first round interviews tentatively scheduled for the mornings of April 27th and 28th. A minimum of two rounds of interviews are expected, however further interviews could be scheduled, if deemed necessary by the interview panel.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance.

FINANCIAL CONSIDERATIONS:

There are no financial considerations as a result of this report.

ATTACHMENTS:

None.